

Vacancy Announcement No./Title

[AEFM 2012/26 / APO Mail Clerk](#)

[AEFM 2012/27 / Mail Processing Supervisor](#)

[FSN# 2012/04 \(T\) / Voucher Examiner \(PSU\)](#)

[FSN# 2012/04 / Voucher Examiner \(PSU\)](#)

[FSN# 2012/75 / Investigative Specialist](#)

[FSN# 2012/76 / Chauffeur](#)

[FSN# 2012/87 / Electrician](#)

[FSN# 2012/89 / Program Manager](#)

[FSN# 2012/91 / Administrative Assistant \(2 positions\)](#)

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[FSN# 2012/98 / Administrative Associate](#)

[FSN# 2012/01 \(T\) / A.I.D. Project Management Specialist \(Malaria\)](#)

[FSN# 2012/01 / A.I.D. Project Management Specialist \(Malaria\)](#)

[FSN# 2012/62 \(T\) / Regional Program Development Specialist \(Environment\)](#)

[FSN# 2012/62 / Regional Program Development Specialist \(Environment\)](#)

[FSN# 2012/88 \(T\) / Accounting Technician \(2 positions\)](#)

[FSN# 2012/88 / Accounting Technician \(2 positions\)](#)

AEFM 2012/26
APO Mail Clerk

OPEN TO: U.S. Citizen Eligible Family Members (AEFMs), U.S. Citizen Members of Household (MOHs) and Ordinarily Resident American Citizens with certified residency permits and appropriate visa

*Qualified AEFMs and U.S. Veteran has preference in hiring.

POSITION: APO Mail Clerk

OPENING DATE: August 24, 2012

CLOSING DATE: September 20, 2012

WORK HOURS: Full-time; 40 hours/week

SALARY:

Not Ordinarily Resident (NOR): FP-9

Ordinarily Resident (OR): FSN-5

The U.S. Embassy in Bangkok is seeking an individual for the position of APO in its EOB.

BASIC FUNCTIONS REQUIRED:

Process all incoming and outgoing mail for Bangkok, Burma, Chiang Mai, Laos, Cambodia US missions to include JUSMAG Thai, AFRIMS and all visiting US Navy ships.

Analyze daily dispatch schedules listed on the Automated Military Postal System (AMPS). Advise Superintendent on local cargo, flight, and cargo pick-up time changes. Manifest outbound mail and Coordinate with airline representatives to secure cargo space. Ensure mail handling standards are met by carriers, monitor mail handling operations to identify and correct mail handling discrepancies.

This mail transportation specialist position must be staffed with a U.S. citizen with a Secret Clearance in accordance with the Department of Defense Postal Regulation.

QUALIFICATIONS REQUIRED:

NOTE: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

- (1) High School Diploma;
- (2) Two years of general administrative work experience;
- (3) Level IV – Fluent command in written and spoken English;

(4) Have General knowledge of United States Postal Service and Military Mail operation and Mail Room Operations;

(5) Be able to operate typewriter, computer, cancelling machine, electronic scale, Calculator, mail scanner, office copier, digital sender, IONSCAN Detection System model 400B, and banding equipment. Ability to lift parcels/bags weight up to 70 lbs;

(6) Ability to identify suspicious letter mails/parcels for biochemical/explosive dangers and conduct emergency procedures.

ADDITIONAL SELECTION CRITERIA:

PLEASE ALSO SEE GENERAL ELIGIBILITY & QUALIFICATIONS REQUIREMENTS AT THE BEGINNING OF THE EMPLOYMENTS SECTION AND ON THE BULLETIN BOARD IN RHRO OR ON THE EMBASSY WEBSITE.

1. The candidate must be able to obtain and hold a Secret Security Clearance.
2. The working hours are as follow: **Monday thru Friday from 22.00 to 07.00** and additional hours as needed.

SUBMIT APPLICATION TO:

Regional Human Resources Office

E-mail address: bkkrecruitment@state.gov

DO NOT ATTACH A PHOTO.

CLOSING DATE FOR THE POSITION: September 20, 2012

AEFM 2012/27

Mail Processing Supervisor

OPEN TO: U.S. Citizen Eligible Family Members (AEFMs), U.S. Citizen Members of Household (MOHs) and Ordinarily Resident American Citizens with certified residency permits and appropriate visa

*Qualified AEFMs and US Veteran has preference in hiring.

POSITION: Mail Processing Supervisor

OPENING DATE: August 24, 2012

CLOSING DATE: September 20, 2012

WORK HOURS: Full-time; 40 hours/week

SALARY:

Not Ordinarily Resident (NOR): FP-8

Ordinarily Resident (OR): FSN-6

The U.S. Embassy in Bangkok is seeking an individual for the position of Mail Processing Supervisor in its APO located at the EOB.

BASIC FUNCTIONS REQUIRED:

Supervises the processing of all incoming and outgoing mail for Bangkok, Chiangmai, Burma, Laos, Cambodia US Missions to include JUSMAG, AFRIMS and AAFES. Manages mail programs of all military exercises and US Navy ship visits. Conducts all unit mail rooms inspections and postal training sessions for unit mail clerks. Establishes and maintains unit correspondence files and unit OJT training program. Supervises two Thai Nationals.

QUALIFICATIONS REQUIRED:

NOTE: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

- (1) Completion of High School;
- (2) Three years of U.S. Postal Service, military, APO or FPO experience;
- (3) Level IV – Fluent command in written and spoken English;
- (4) Be able to use computer electronic scales, postal machine, calculator, mail scanner, office copier, fax machine, banding equipment, money order imprinter;
- (5) Ability to identify suspected mail/parcels for explosives and biochemical hazards and analyzes options and modifies work experience procedures to complete duties in unusual situations.

ADDITIONAL SELECTION CRITERIA:

PLEASE ALSO SEE GENERAL ELIGIBILITY & QUALIFICATIONS REQUIREMENTS AT THE BEGINNING OF THE EMPLOYMENTS SECTION AND ON THE BULLETIN BOARD IN RHRO OR ON THE EMBASSY WEBSITE.

The candidate must be able to obtain and hold a Secret Security Clearance.

SUBMIT APPLICATION TO:

Regional Human Resources Office

E-mail address: bkkrecruitment@state.gov

DO NOT ATTACH A PHOTO.

CLOSING DATE FOR THE POSITION: September 20, 2012

FSN# 2012/04 (T)

Voucher Examiner (PSU)

OPEN TO: All Interested Candidates

POSITION: Voucher Examiner (PSU), FSN-7; FP-7 (Trainee)

OPENING DATE: September 14, 2012

CLOSING DATE: Until filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Not Ordinarily Resident (NOR): USD 39,994 per annum (minimum starting salary)
(Position Grade: FP-7 to be confirmed by Washington)

Ordinarily Resident (OR): THB 480,033 per annum (minimum starting salary)
(Position Grade: FSN-7)

***All applicants must have the required appropriate residency permit to be eligible for consideration.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner (PSU) in its Post Support Unit, Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Perform work consisting of the examination and audit for accuracy, legality, compliance with regulations, and justification of vouchers, invoices, claims, and other requests for payment from customer posts. Responsible for processing post assignment travel vouchers for all overseas posts, vendor vouchers, E2 vouchers and ILMS voucher from Post Support Unit (PSU) client posts. The incumbent is relied on by the Certifying Officer to forward only correct, legal, and proper vouchers for certification. Assures compliance with regulations and correct computation on the basis of supporting documents submitted by U.S. Embassy Finance Offices worldwide, or through contact with program officials, travelers and vendor's/contractors. Must ensure compliance with Federal, DoS, PSU and individual client post policies. When vouchers are rejected, incumbent must provide detailed and tactful explanations of the regulation or policy to the submitter and inform them of the necessary corrective action.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Two years post secondary study at College or University (High Vocational School or equivalent);
- (2) Two years of progressively experience responsible work in finance, accounting, bookkeeping or related financial field;
- (3) Level IV (Fluent) speaking/reading/writing in English and Thai (**must** provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered).

PLEASE ATTACH A COPY OF TRANSCRIPT.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans are be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

SALARY RANGE:

The minimum starting salary for a fully qualified applicant is as advertised above. Actual salary of the successful candidate will be based on various criteria including, but not limited to: educational qualification, work experience, prior salary history and job knowledge.

SUBMIT APPLICATION BY EMAIL TO:

E-mail: bkkrecruitment@state.gov with your name and vacancy announcement number/title on the subject line. (Only one email per one position)

**** We will only accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo in an application form (DS-174) or resume that provided the same information found on the DS-174. If your photo is attached, your application will not be considered.****

CLOSING DATE FOR THE POSITION: Until filled

FSN# 2012/04

Voucher Examiner (PSU)

OPEN TO: All Interested Candidates

POSITION: Voucher Examiner (PSU), FSN-8; FP-6

OPENING DATE: September 14, 2012

CLOSING DATE: Until filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Not Ordinarily Resident (NOR): USD 44,737 per annum (minimum starting salary)
(Position Grade: FP-6 to be confirmed by Washington)

Ordinarily Resident (OR): THB 574,907 per annum (minimum starting salary)
(Position Grade: FSN-8)

***All applicants must have the required appropriate residency permit to be eligible for consideration.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner (PSU) in its Post Support Unit, Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Perform work consisting of the examination and audit for accuracy, legality, compliance with regulations, and justification of vouchers, invoices, claims, and other requests for payment from customer posts. Responsible for processing post assignment travel vouchers for all overseas posts, vendor vouchers, E2 vouchers and ILMS voucher from Post Support Unit (PSU) client posts. The incumbent is relied on by the Certifying Officer to forward only correct, legal, and proper vouchers for certification. Assures compliance with regulations and correct computation on the basis of supporting documents submitted by U.S. Embassy Finance Offices worldwide, or through contact with program officials, travelers and vendor's/contractors. Must ensure compliance with Federal, DoS, PSU and individual client post policies. When vouchers are rejected, incumbent must provide detailed and tactful explanations of the regulation or policy to the submitter and inform them of the necessary corrective action.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Two years post secondary study at College or University (High Vocational School or equivalent);

(2) Two years of progressively experience responsible work in finance, accounting, bookkeeping or related financial field;

(3) Level IV (Fluent) speaking/reading/writing in English and Thai (**must** provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);

(4) A thorough knowledge of applicable sections of the Foreign Affairs Manual and Handbooks, Federal Travel Regulations, JFTR, DSSR CDC Handbook and USAID's ADS.

PLEASE ATTACH A COPY OF TRANSCRIPT.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans are be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

SALARY RANGE:

The minimum starting salary for a fully qualified applicant is as advertised above. Actual salary of the successful candidate will be based on various criteria including, but not limited to: educational qualification, work experience, prior salary history and job knowledge.

SUBMIT APPLICATION BY EMAIL TO:

E-mail: bkkrecruitment@state.gov with your name and vacancy announcement number/title on the subject line. (Only one email per one position)

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CLOSING DATE FOR THE POSITION: Until filled

FSN# 2012/75

Investigative Specialist

OPEN TO: All Interested Candidates

POSITION: Investigative Specialist, FSN-10; FP-5 (Step 5 thru 14)

(Management may staff the employee at a developmental level, FSN-9 or FP-5 (Step 1 thru 4), depending on the qualifications of the selected candidate)

OPENING DATE: July 20, 2012

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Not Ordinarily Resident (NOR): FP-5 (Step 5 thru 14)

Ordinarily Resident (OR): FSN-10, THB 760,852 per annum (minimum starting salary)

***All applicants must have the required appropriate residency permit to be eligible for consideration.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Investigative Specialist in its U.S. Secret Service (USSS) located Millennia Building, Soi Laungsuan, Bangkok.

BASIC FUNCTION OF POSITION:

Conduct complex investigations in Thailand, Indonesia, Malaysia, Cambodia, Laos, Myanmar, Vietnam, East Timor and Singapore concerning criminal investigations regarding financial crimes, to include but not limited to counterfeit U.S. currency, credit card fraud, internet fraud and bank fraud. Maintain close liaison with high level government officials from the countries listed above. Conduct physical and advance protective functions throughout Thailand. Serve as an interpreter for USSS personnel, to include the translation of testimony in Thai criminal court.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Bachelor's degree in Political science, Law, Liberal Arts, Social Science, Business Administration, Economic, Management or Law Enforcement;

(2) At least five years of progressively responsible experience in criminal, fraud, personnel security and/or counterintelligence investigations with police, military, or private agency in Thailand, or with a U.S. government agency;

(3) Must be knowledgeable in protective techniques and is subject to the hazards associated with such assignments;

(4) Level IV (Fluent) speaking/reading/writing in English and Thai (**must** provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);

(5) Must have a valid Thai driver's license (must provide a copy of valid Thai driver's license with application).

PLEASE ATTACH A COPY OF TRANSCRIPT.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans are be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

SUBMIT APPLICATION BY EMAIL TO:

E-mail: bkkrecruitment@state.gov with your name and vacancy announcement number/title on the subject line. (Only one email per one position)

** We will only accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo in an application form (DS-174) or resume that provided the same information found on the DS-174. If your photo is attached, your application will not be considered.**

CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2012/76

Chauffeur

OPEN TO: All Interested Candidates

POSITION: Chauffeur, FSN-3; FP-BB

OPENING DATE: September 7, 2012

CLOSING DATE: September 20, 2012

WORK HOURS: Full-time; 48 hours/week

SALARY:

Not Ordinarily Resident (NOR): FP-BB

Ordinarily Resident (OR): FSN-3, THB 263,482 per annum (minimum starting salary)

***All applicants must have the required appropriate residency permit to be eligible for consideration.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Chauffeur in its Transportation Security Administrative Office (TSA), located at GPF Building, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Drive official vehicle sedan in transporting personnel in support the office functions from various locations throughout the Bangkok and surrounding areas.

QUALIFICATIONS REQUIRED:

***NOTES:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.*

- (1) Completion of Primary School (Prathom Suksa 6);
- (2) Three years' experience as a professional chauffeur;
- (3) Level II (Limited Knowledge) speaking, reading, writing and understanding of English and Thai;
- (4) Must be familiar with the Bangkok road system, local traffic laws and regulations, traffic pattern including location of Thai government offices and offices of aviation related entities (e.g. Airports of Thailand and International Civil Aviation Organization);
- (5) Basic knowledge of vehicle minor repair and maintenance is required;
- (6) Must have a valid Thai driver's license.

PLEASE ATTACH A COPY OF TRANSCRIPT AND A VALID THAI DRIVER'S LICENSE.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans are be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

SUBMIT APPLICATION BY EMAIL TO:

E-mail: bkkrecruitment@state.gov with your name and vacancy announcement number/title on the subject line. (Only one email per one position)

** We will only accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo in an application form (DS-174) or resume that provided the same information found on the DS-174. If your photo is attached, your application will not be considered.**

CLOSING DATE FOR THE POSITION: September 20, 2012

FSN# 2012/87
Electrician

OPEN TO: All Interested Candidates

POSITION: Electrician, FSN-5; FP-9

OPENING DATE: September 14, 2012

CLOSING DATE: Until filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): Position Grade: FSN-5, THB 324,136 per annum (minimum starting salary)
Not Ordinarily Resident (NOR): FP-9

***All applicants must have the required appropriate residency permit to be eligible for consideration.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Electrician in its Facilities Management (FM) Office, located on the Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

The employee performs a full range of journeyman level functions in the electrical trade including performing installations, and providing preventive maintenance and repair work for electrical components and an extensive range of large and small electro-mechanical equipment.

QUALIFICATIONS REQUIRED:

- (1) Completion of technical school, and must possess vocational training in electrical installation, maintenance and repair or preventive maintenance;
- (2) Two-year direct experience in maintenance, repair and installation of electrical system;
- (3) Level II (Fluent) speaking, reading, writing and understanding of English and Thai (**must** provide a copy of valid TOEIC score of **400** or higher with application, or application will not be considered);
- (4) Valid Thai driver's license (must provide a copy of valid Thai driver's license with application) and ability to drive.

PLEASE ATTACH A COPY OF TRANSCRIPT AND A VALID THAI DRIVER'S LICENSE.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans are be given

preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy. The candidate must be able to obtain and hold a security clearance.

SUBMIT APPLICATION BY EMAIL TO:

E-mail: bkkrecruitment@state.gov with your name and vacancy announcement number/title on the subject line. (Only one email per one position)

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CLOSING DATE FOR THE POSITION: Until filled

FSN# 2012/89
Program Manager

OPEN TO: All Interested Candidates

POSITION: Program Manager, FSN-11; FP-4

OPENING DATE: September 7, 2012

CLOSING DATE: September 20, 2012

WORK HOURS: Full-time; 40 hours/week

SALARY:

Not Ordinarily Resident (NOR): FP-4

Ordinarily Resident (OR): FSN-11, THB 1,179,069 per annum (minimum starting salary)

***All applicants must have the required appropriate residency permit to be eligible for consideration.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Program Manager in its Regional Employee Development Center (REDC) located at the Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serve at the Post Language Program Manager in the Regional Employee Development Center (REDC), which reports to the Director of REDC. Responsible for formulating and implementing plans that can meet the training needs, primarily language needs, of American and the locally employed staff Mission-wide for State and non-State agencies. The main responsibilities are schedule language trainers to conduct the appropriate training, coordinate with FSI to schedule Thai language programs in Bangkok, to facilitate the logistics of language fields tests and coordinate with REDC and Mission-wide managers for coordinating English language programs. Duties also included establish and maintain accurate data base of available qualified trainers in Thailand, and manage agreements/contracts for language instructors, support administrative functions i.e preparing course announcement, receiving, screening, accepting, and notifying participants if the course enrollment.

QUALIFICATIONS REQUIRED:

NOTES: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelors Degree in Educational studies, Communications, Human Resource Management, or Business Management;

- (2) Ten years of high level experience in training, education, communication or business administration, with at least three years in a senior manager level at a large diplomatic mission or international organization;
- (3) Level IV (Fluent) speaking, reading, writing and understanding of English and Thai (**must** provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);
- (4) Good knowledge of language development skills and career development at an organizational and regional level is required.

PLEASE ATTACH A COPY OF TRANSCRIPT.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION BY EMAIL TO:

E-mail: bkkrecruitment@state.gov with your name and vacancy announcement number/title on the subject line. (Only one email per one position)

**** We will only accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02)205-4991. Please do not attach a photo in an application form (DS-174) or resume that provided the same information found on the DS-174. If your photo is attached, your application will not be considered.****

CLOSING DATE FOR THE POSITION: September 20, 2012

FSN# 2012/91

Administrative Assistant (2 positions)

OPEN TO: All Interested Candidates

POSITION: Administrative Assistant, FSN-7; FP-7

OPENING DATE: September 7, 2012

CLOSING DATE: September 20, 2012

WORK HOURS: Full-time; 40 hours/week

SALARY:

Not Ordinarily Resident (NOR): FP-7

Ordinarily Resident (OR): FSN-7, THB 480,033 per annum (minimum starting salary)

***All applicants must have the required appropriate residency permit to be eligible for consideration.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Assistant in its Regional Employee Development Center (REDC) located at the Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serve as Administrative Assistant reporting directly to the Program Director of Regional Employee Development Center (REDC). The primary function of the position is to assist Program Director in managing and administering the REDC Program by performing a variety of program administrative support functions.

QUALIFICATIONS REQUIRED:

NOTES: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

- (1) Two years of full-time post secondary study at college or university in Human Resources Management, Business Administration, Education, Training, or a related field in Social Science or Arts;
- (2) Three years of experience in support and preparation of workshops, conferences or training event;
- (3) Level III (Good working knowledge) speaking, reading, writing and understanding of English and Thai (**must** provide a copy of valid TOEIC score of **600** or higher with application, or application will not be considered);

(4) Must demonstrate proficiency in using standard Microsoft Office software (MS Word, MS Excel, PowerPoint) graphics and other database management.

PLEASE ATTACH A COPY OF TRANSCRIPT.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION BY EMAIL TO:

E-mail: bkkrecruitment@state.gov with your name and vacancy announcement number/title on the subject line. (Only one email per one position)

** We will only accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02)205-4991. Please do not attach a photo in an application form (DS-174) or resume that provided the same information found on the DS-174. If your photo is attached, your application will not be considered.**

CLOSING DATE FOR THE POSITION: September 20, 2012

FSN# 2012/92 (T)
Warehouse Clerk

OPEN TO: All Interested Candidates

POSITION: Warehouse Clerk, FSN-3; FP-BB (Trainee)

OPENING DATE: September 7, 2012

CLOSING DATE: September 20, 2012

WORK HOURS: Full-time; 44 hours/week

SALARY:

Not Ordinarily Resident (NOR): FP-AA

Ordinarily Resident (OR): FSN-3, THB 241,525 per annum (minimum starting salary)

***All applicants must have the required appropriate residency permit to be eligible for consideration.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Assistant in its Area Telecommunications Office–Asia (ATO-Asia), located at Rajdamri compound, American Embassy, Bangkok.

BASIC FUNCTION OF POSITION:

The incumbent is responsible for providing all areas of support to American Area Telecommunications Office (ATO/ASIA) employees located at both Rajdamri and the NOB compounds. The job holder will team up with ATO/RTC LES counterpart when joint activities are required, which equates to supporting another office. In addition, the job holder is responsible for handling multiple tasking in areas of procuring, visa, expediting, chauffeuring, as well as the servicing as a specialist, the job holder serves as an expert in all facets of the ATO-Warehouse duties to include stock pulls, nomenclature and identifying stock items, use of inventory database, warehouse replenishment procurements, inventories, shipping/receiving of stock, use of forklifts/warehouse equipments, support flights, building of crates, and local procurements i.e. locating and using local vendors to procure materials needed for ATO/Asia projects. Work schedule involves extended hours (early or late work), on weekends or on holidays. Be on call 24 hours a day, 7 days a week.

QUALIFICATIONS REQUIRED:

NOTES: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

- (1) Completion of Secondary School (Mathayom 6);
- (2) Level II (Limited Knowledge) speaking/reading/writing in English (**must** provide a copy of valid TOEIC score of **400** or higher with application, or application will not be considered) and Thai;
- (3) Must possess a valid Thai driver's license for passenger vehicle and be familiar with the Bangkok road system, outlying areas to include consulate in Chiang Mai; selected individual will be required to obtain a forklift and heavy truck license within one year;
- (4) Ability to operate various types of motor vehicles (sedans, trucks, vans, motorcycles, forklifts);
- (5) Ability to operate various hand tools, power equipment, instruments and computer;

PLEASE ATTACH A COPY OF TRANSCRIPT AND A VALID THAI DRIVER'S LICENSE.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans are be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

SUBMIT APPLICATION BY EMAIL TO:

E-mail: bkkrecruitment@state.gov with your name and vacancy announcement number/title on the subject line. (Only one email per one position)

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CLOSING DATE FOR THE POSITION: September 20, 2012

FSN# 2012/92
Warehouse Clerk

OPEN TO: All Interested Candidates

POSITION: Warehouse Clerk, FSN-4; FP-AA

OPENING DATE: September 7, 2012

CLOSING DATE: September 20, 2012

WORK HOURS: Full-time; 44 hours/week

SALARY:

Not Ordinarily Resident (NOR): FP-AA

Ordinarily Resident (OR): FSN-4, THB 276, 155 per annum (minimum starting salary)

***All applicants must have the required appropriate residency permit to be eligible for consideration.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Assistant in its Area Telecommunications Office–Asia (ATO-Asia), located at Rajdamri compound, American Embassy, Bangkok.

BASIC FUNCTION OF POSITION:

The incumbent is responsible for providing all areas of support to American Area Telecommunications Office (ATO/ASIA) employees located at both Rajdamri and the NOB compounds. The job holder will team up with ATO/RTC LES counterpart when joint activities are required, which equates to supporting another office. In addition, the job holder is responsible for handling multiple tasking in areas of procuring, visa, expediting, chauffeuring, as well as the servicing as a specialist, the job holder serves as an expert in all facets of the ATO-Warehouse duties to include stock pulls, nomenclature and identifying stock items, use of inventory database, warehouse replenishment procurements, inventories, shipping/receiving of stock, use of forklifts/warehouse equipments, support flights, building of crates, and local procurements i.e. locating and using local vendors to procure materials needed for ATO/Asia projects. Work schedule involves extended hours (early or late work), on weekends or on holidays. Be on call 24 hours a day, 7 days a week.

QUALIFICATIONS REQUIRED:

NOTES: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

- (1) Completion of Secondary School (Mathayom 6);
- (2) One year experience in warehouse clerk, inventory management;
- (3) Level II (Limited Knowledge) speaking/reading/writing in English (**must** provide a copy of valid TOEIC score of **400** or higher with application, or application will not be considered) and Thai;
- (4) Must possess a valid Thai driver's license for passenger vehicle and be familiar with the Bangkok road system, outlying areas to include consulate in Chiang Mai; selected individual will be required to obtain a forklift and heavy truck license within one year;
- (5) Ability to operate various types of motor vehicles (sedans, trucks, vans, motorcycles, forklifts);
- (6) Ability to operate various hand tools, power equipment, instruments and computer;

PLEASE ATTACH A COPY OF TRANSCRIPT AND A VALID THAI DRIVER'S LICENSE.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans are be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

SUBMIT APPLICATION BY EMAIL TO:

E-mail: bkkrecruitment@state.gov with your name and vacancy announcement number/title on the subject line. (Only one email per one position)

**** We will only accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo in an application form (DS-174) or resume that provided the same information found on the DS-174. If your photo is attached, your application will not be considered.****

CLOSING DATE FOR THE POSITION: September 20, 2012

FSN# 2012/93

Supply Clerk/Custodian Foreman

OPEN TO: All Interested Candidates

POSITION: Supply Clerk/Custodian Foreman, FSN-3; FP-BB

OPENING DATE: September 14, 2012

CLOSING DATE: October 10, 2012

WORK HOURS: Full-time; 48 hours/week

SALARY:

Not Ordinarily Resident (NOR): FP-BB

Ordinarily Resident (OR): FSN-3, THB 263,482 per annum (minimum starting salary)

***All applicants must have the required appropriate residency permit to be eligible for consideration.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Supply Clerk/Custodian Foreman located at Wichayanon Road, **Chiang Mai**.

BASIC FUNCTION OF POSITION:

Supervise three contract custodians on daily custodial services in the Consulate General Office building and its annexes. Perform daily custodial service and maintain office supplies, stationary, and office supply storeroom. Assist in sorting in-coming mail and pouches and in dispatching out-going mail and pouch.

QUALIFICATIONS REQUIRED:

NOTES: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.*

- (1) Completion of Secondary School;
- (2) Two-year experience as a custodial or maintenance technician including 1 year of prior experience in supervision and planning;
- (3) Level II (Limited knowledge) speaking, reading, writing and understanding of Thai and Level I (Rudimentary knowledge) speaking, reading, writing and understanding of English (**must** provide a copy of valid TOEIC score of **250** or higher with application, or application will not be considered);
- (4) Knowledge in custodial science to include various types of chemicals, equipment and methods of custodial work.

PLEASE ATTACH A COPY OF TRANSCRIPT.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans are be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

SUBMIT APPLICATION BY EMAIL TO:

E-mail: bkkrecruitment@state.gov with your name and vacancy announcement number/title on the subject line. (Only one email per one position)

** We will only accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo in an application form (DS-174) or resume that provided the same information found on the DS-174. If your photo is attached, your application will not be considered.**

CLOSING DATE FOR THE POSITION: October 10, 2012

FSN# 2012/94 (T)
Administrative Assistant

OPEN TO: All Interested Candidates

POSITION: Administrative Assistant, FSN-8; FP-6

OPENING DATE: September 14, 2012

CLOSING DATE: September 27, 2012

WORK HOURS: Full-time; 40 hours/week

SALARY:

Not Ordinarily Resident (NOR): FP-6

Ordinarily Resident (OR): FSN-8, THB 574,907 per annum (minimum starting salary)

***All applicants must have the required appropriate residency permit to be eligible for consideration.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Assistant in its Department of Entomology, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6 Rajvithi Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serve as an Executive Assistant to the Chief, Department of Entomology, oversee/execute all budget matters (i.e. budget planning and monitoring), accounting contracts and collaborative agreements. Duties also included serve as the administrative liaison between the Chief, Department of Entomology and The Department's employee, field activities and collaborators/visitors.

QUALIFICATIONS REQUIRED:

NOTES: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.*

- (1) Master Degree in Business Administration or Resource Management;
- (2) One year of experience in managing an organization's (e.g. NGO) finances;
- (3) Experience in human resource management, computer software and project management;
- (4) Level IV (Fluent) speaking, reading, writing and understanding of English and Thai (**must** provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);

(5) Must understand contracts, cooperative agreements, and international agreement as well as organizational budgetary process.

*For non-Thai citizens, please also submit a copy of residence permit.

PLEASE ATTACH A COPY OF TRANSCRIPT AND VALID TOEIC OFFICIAL SCORE REPORT.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans are be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

SUBMIT APPLICATION BY EMAIL TO:

E-mail: bkkrecruitment@state.gov with your name and vacancy announcement number/title on the subject line. (Only one email per one position)

** We will only accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo in an application form (DS-174) or resume that provided the same information found on the DS-174. If your photo is attached, your application will not be considered.**

CLOSING DATE FOR THE POSITION: September 27, 2012

FSN# 2012/94

Administrative Assistant

OPEN TO: All Interested Candidates

POSITION: Administrative Assistant, FSN-9; FP-5 (Step 1 thru 4)

OPENING DATE: September 14, 2012

CLOSING DATE: September 27, 2012

WORK HOURS: Full-time; 40 hours/week

SALARY:

Not Ordinarily Resident (NOR): FP-5 (Step 1 thru 4)

Ordinarily Resident (OR): FSN-9, THB 640,463 per annum (minimum starting salary)

***All applicants must have the required appropriate residency permit to be eligible for consideration.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Assistant in its Department of Entomology, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6 Rajvithi Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serve as an Executive Assistant to the Chief, Department of Entomology, oversee/execute all budget matters (i.e. budget planning and monitoring), accounting contracts and collaborative agreements. Duties also included serve as the administrative liaison between the Chief, Department of Entomology and The Department's employee, field activities and collaborators/visitors.

QUALIFICATIONS REQUIRED:

NOTES: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.*

- (1) Master Degree in Business Administration or Resource Management;
- (2) Two years of experience in managing an organization's (e.g. NGO) finances;
- (3) Experience in human resource management, computer software and project management;
- (4) Level IV (Fluent) speaking, reading, writing and understanding of English and Thai (**must** provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);

(5) Must understand contracts, cooperative agreements, and international agreement as well as organizational budgetary process.

*For non-Thai citizens, please also submit a copy of residence permit.

PLEASE ATTACH A COPY OF TRANSCRIPT AND VALID TOEIC OFFICIAL SCORE REPORT.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans are be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

SUBMIT APPLICATION BY EMAIL TO:

E-mail: bkkrecruitment@state.gov with your name and vacancy announcement number/title on the subject line. (Only one email per one position)

** We will only accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo in an application form (DS-174) or resume that provided the same information found on the DS-174. If your photo is attached, your application will not be considered.**

CLOSING DATE FOR THE POSITION: September 27, 2012

FSN# 2012/95

Chauffeur (2 positions)

OPEN TO: All Interested Candidates

POSITION: Chauffeur, FSN-3; FP-BB

OPENING DATE: September 14, 2012

CLOSING DATE: September 27, 2012

WORK HOURS: Full-time; 48 hours/week

SALARY:

Not Ordinarily Resident (NOR): FP-BB

Ordinarily Resident (OR): FSN-3, THB 263,482 per annum (minimum starting salary)

***All applicants must have the required appropriate residency permit to be eligible for consideration.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Chauffeur in its General Services Office/Motor Pool (GSO/MT), located at Rajdamri compound, American Embassy, Bangkok.

BASIC FUNCTION OF POSITION:

Drive motor pool sedans, station wagons, vans, trucks and/or buses used in transporting personnel, supplies and equipment for the Embassy and supported agencies. Assignments may involve working extended hours, on weekends or on holidays.

QUALIFICATIONS REQUIRED:

NOTES: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

- (1) Completion of Secondary School (Mathayom 6);
- (2) Two-year experience as a professional chauffeur;
- (3) Level II (limited knowledge) speaking/reading/writing Thai and English (**must** provide a copy of valid TOEIC score of **400** or higher with application, or application will not be considered);
- (4) Familiarity with the Bangkok road system, the location of Thai government offices and nearby cities;
- (5) Able to drive and possess a valid Thai driver's license;
- (6) Possess basic automotive mechanical skill.

*For non-Thai citizens, please also submit a copy of residence permit.

PLEASE ATTACH A COPY OF TRANSCRIPT AND VALID THAI DRIVER'S LICENSE.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans are be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

SUBMIT APPLICATION BY EMAIL TO:

E-mail: bkkrecruitment@state.gov with your name and vacancy announcement number/title on the subject line. (Only one email per one position)

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CLOSING DATE FOR THE POSITION: September 27, 2012

FSN# 2012/96

Chauffeur

OPEN TO: All Interested Candidates

POSITION: Chauffeur, FSN-4; FP-AA

OPENING DATE: September 14, 2012

CLOSING DATE: September 27, 2012

WORK HOURS: Full-time; 48 hours/week

SALARY:

Not Ordinarily Resident (NOR): FP-AA

Ordinarily Resident (OR): FSN-4, THB 301,260 per annum (minimum starting salary)

***All applicants must have the required appropriate residency permit to be eligible for consideration.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Chauffeur in its Executive Office, located on the Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Drive official vehicle sedan for the Chief of Mission by receiving assignments regarding trip schedule and destinations directly from the Executive's office. Duties also included clean and inspect vehicle before, during and after each trip.

QUALIFICATIONS REQUIRED:

NOTES: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.*

- (1) Completion of Secondary School (Mathayom 6);
- (2) Three years experience as a professional chauffeur;
- (3) Level II (Limited Knowledge) speaking/reading/writing English and Thai (Michigan Test is required prior enter on duty);
- (4) Must be familiar with the Bangkok road system, local traffic laws and regulations, and traffic patterns including location of Thai government offices;
- (5) Basic knowledge of minor vehicle repairs and maintenance is required;

(6) Must have a valid Thai driver's license.

*For non-Thai citizens, please also submit a copy of residence permit.

PLEASE ATTACH A COPY OF TRANSCRIPT AND VALID THAI DRIVER'S LICENSE.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans are be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

SUBMIT APPLICATION BY EMAIL TO:

E-mail: bkkrecruitment@state.gov with your name and vacancy announcement number/title on the subject line. (Only one email per one position)

** We will only accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo in an application form (DS-174) or resume that provided the same information found on the DS-174. If your photo is attached, your application will not be considered.**

CLOSING DATE FOR THE POSITION: September 27, 2012

FSN# 2012/98 (T)
Administrative Associate

OPEN TO: All Interested Candidates

POSITION: Administrative Associate, FSN-5; FP-9 (Trainee)

OPENING DATE: September 14, 2012

CLOSING DATE: September 27, 2012

WORK HOURS: Full-time; 40 hours/week

SALARY:

Not Ordinarily Resident (NOR): USD 31,963 per annum (minimum starting salary)
(Position Grade: FP-9 to be confirmed by Washington)

Ordinarily Resident (OR): THB 324,136 per annum (minimum starting salary)
(Position Grade: FSN-5)

***All applicants must have the required appropriate residency permit to be eligible for consideration.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Associate in Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

The incumbent is responsible for the work consisting of the examination for accuracy, legality, compliance with regulations, and justification of vouchers, invoices, claims, and other requests for payment. The incumbent is also responsible for obtaining price quotes and preparation of purchase orders. The incumbent is relied on for the correctness and legality of vouchers, for assuring proper form, and for correct computation on the basis of facts available on documents or obtained through contacts with vendors or contractors. The incumbent must verify all vouchers prior to sending for certification, answers queries, and provides advice to GFS Bangkok personnel regarding allowed and non-allowed expenses according to FAM and FAH. The incumbent is GFS Bangkok payroll & Human Resources Liaison for all GFS Bangkok and LE staff.

QUALIFICATIONS REQUIRED:

NOTES: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.*

- (1) A Bachelor's degree in BBA or B.A. with at least 9 credits in Finance and/or Accounting subject;
- (2) One year of job-related experience in financial management and/or administrative support;
- (3) Level III (Good Working Knowledge) speaking, reading, writing and understanding of Thai and English (**must** provide a copy of valid TOEIC score of **600** or higher with application, or application will not be considered);
- (4) Must have working knowledge of Microsoft Office products including MS Word, MS Excel and MS PowerPoint and be able to use a typewriter and a personal computer;
- (5) Must have working knowledge in procurement, property, personnel, Accounting Concept, automated Accounting, and Financial Management concepts.

*For non-Thai citizens, please also submit a copy of residence permit.

PLEASE ATTACH A COPY OF TRANSCRIPT AND VALID OFFICIAL TOEIC SCORE REPORT.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans are be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

SUBMIT APPLICATION BY EMAIL TO:

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CLOSING DATE FOR THE POSITION: September 27, 2012

FSN# 2012/98

Administrative Associate

OPEN TO: All Interested Candidates

POSITION: Administrative Associate, FSN-6; FP-8

OPENING DATE: September 14, 2012

CLOSING DATE: September 27, 2012

WORK HOURS: Full-time; 40 hours/week

SALARY:

Not Ordinarily Resident (NOR): USD 35,753 per annum (minimum starting salary)
(Position Grade: FP-8 to be confirmed by Washington)

Ordinarily Resident (OR): THB 362,706 per annum (minimum starting salary)
(Position Grade: FSN-6)

***All applicants must have the required appropriate residency permit to be eligible for consideration.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Associate in Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

The incumbent is responsible for the work consisting of the examination for accuracy, legality, compliance with regulations, and justification of vouchers, invoices, claims, and other requests for payment. The incumbent is also responsible for obtaining price quotes and preparation of purchase orders. The incumbent is relied on for the correctness and legality of vouchers, for assuring proper form, and for correct computation on the basis of facts available on documents or obtained through contacts with vendors or contractors. The incumbent must verify all vouchers prior to sending for certification, answers queries, and provides advice to GFS Bangkok personnel regarding allowed and non-allowed expenses according to FAM and FAH. The incumbent is GFS Bangkok payroll & Human Resources Liaison for all GFS Bangkok and LE staff.

QUALIFICATIONS REQUIRED:

NOTES: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.*

- (1) A Bachelor's degree in BBA or B.A. with at least 9 credits in Finance and/or Accounting subject;
- (2) Two years of job-related experience in financial management and/or administrative support;
- (3) Level III (Good Working Knowledge) speaking, reading, writing and understanding of Thai and English (**must** provide a copy of valid TOEIC score of **600** or higher with application, or application will not be considered);
- (4) Must have working knowledge of Microsoft Office products including MS Word, MS Excel and MS PowerPoint and be able to use a typewriter and a personal computer;
- (5) Must have working knowledge in procurement, property, personnel, Accounting Concept, automated Accounting, and Financial Management concepts.

*For non-Thai citizens, please also submit a copy of residence permit.

PLEASE ATTACH A COPY OF TRANSCRIPT AND VALID OFFICIAL TOEIC SCORE REPORT.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans are be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

SUBMIT APPLICATION BY EMAIL TO:

E-mail: bkkrecruitment@state.gov with your name and vacancy announcement number/title on the subject line. (Only one email per one position)

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CLOSING DATE FOR THE POSITION: September 27, 2012

FSN# 2012/01 (T)

A.I.D. Project Management Specialist (Malaria)

OPEN TO: All Interested Candidates (Thai Citizens)

POSITION: A.I.D. Project Management Specialist (Malaria), FSN-11 (Trainee)

OPENING DATE: March 16, 2012

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY: Ordinarily Resident (OR): FSN-11, THB 1,179,069 per annum (minimum starting salary)

***All applicants must have the required appropriate residency permit to be eligible for consideration.**

The U.S. Embassy in Bangkok is seeking an individual for the position of A.I.D. Project Management Specialist (Malaria) in the U.S. Agency for International Development (USAID)/ Office of Public Health (OPH), located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serves as Malaria Specialist supports the President's Malaria Initiative (PMI) program in planning, management, implementation, policy and monitoring and evaluation. S/he provides technical guidance and leadership in collaborating with the USG team and technical working groups. S/he also serves as a Contracting Officer's Technical Representative (COTR) and Agreement Officer's Technical Representative (AOTR) for several malaria programs, and provides management and technical guidance to implementing partners. S/he assists in developing a monitoring and evaluation plan for PMI activities by reviewing partner's quarterly reports, tracking partner performance data, conducting site visits, and monitoring activities undertaken by implementing partners.

QUALIFICATIONS REQUIRED:

(1) Master's degree with a specialization in one of the following areas and knowledge of the others: Medicine, Public Health, Epidemiology, Social Sciences, Veterinary Sciences, Entomology, or Microbiology with familiarity in technical aspects of infectious diseases including Malaria;

(2) A minimum of nine (9) years of professional experience managing and implementing public health program in developing countries with at least five years' experience in infectious diseases. The incumbent will also have experience in working with and advising senior officials, and managing programs without direct, on-site supervision;

(3) Level IV (Fluent) speaking/reading/writing in English and Thai;

(4) Must have comprehensive knowledge of the concepts, principles, techniques and practices of infectious disease issues and the strategies most effective for implementing these interventions;

(5) Must have practical knowledge of health services and the international/national/local infectious diseases response;

(6) Able to plan, develop, manage and evaluate important and complex programs.

PLEASE ATTACH A COPY OF TRANSCRIPT.

SUBMIT APPLICATION BY EMAIL TO:

E-mail: bkkrecruitment@state.gov with your name and vacancy announcement number/title on the subject line. (Only one email per one position)

** We will only accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo in an application form (DS-174) or resume that provided the same information found on the DS-174. If your photo is attached, your application will not be considered.**

CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2012/01

A.I.D. Project Management Specialist (Malaria)

OPEN TO: All Interested Candidates (Thai Citizens)

POSITION: A.I.D. Project Management Specialist (Malaria), FSN-12

OPENING DATE: March 16, 2012

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY: Ordinarily Resident (OR): FSN-12

***All applicants must have the required appropriate residency permit to be eligible for consideration.**

The U.S. Embassy in Bangkok is seeking an individual for the position of A.I.D. Project Management Specialist (Malaria) in the U.S. Agency for International Development (USAID)/ Office of Public Health (OPH), located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serves as Malaria Specialist supports the President's Malaria Initiative (PMI) program in planning, management, implementation, policy and monitoring and evaluation. S/he provides technical guidance and leadership in collaborating with the USG team and technical working groups. S/he also serves as a Contracting Officer's Technical Representative (COTR) and Agreement Officer's Technical Representative (AOTR) for several malaria programs, and provides management and technical guidance to implementing partners. S/he assists in developing a monitoring and evaluation plan for PMI activities by reviewing partner's quarterly reports, tracking partner performance data, conducting site visits, and monitoring activities undertaken by implementing partners.

QUALIFICATIONS REQUIRED:

- (1) Master's degree with a specialization in one of the following areas and knowledge of the others: Medicine, Public Health, Epidemiology, Social Sciences, Veterinary Sciences, Entomology, or Microbiology with familiarity in technical aspects of infectious diseases including Malaria;
- (2) A minimum of ten (10) years of professional experience managing and implementing public health program in developing countries with at least five years' experience in infectious diseases. The incumbent will also have experience in working with and advising senior officials, and managing programs without direct, on-site supervision;
- (3) Level IV (Fluent) speaking/reading/writing in English and Thai;
- (4) Must have comprehensive knowledge of the concepts, principles, techniques and practices of infectious disease issues and the strategies most effective for implementing these interventions;

(5) Must have practical knowledge of health services and the international/national/local infectious diseases response;

(6) Able to plan, develop, manage and evaluate important and complex programs.

PLEASE ATTACH A COPY OF TRANSCRIPT.

SUBMIT APPLICATION BY EMAIL TO:

E-mail: bkkrecruitment@state.gov with your name and vacancy announcement number/title on the subject line. (Only one email per one position)

** We will only accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo in an application form (DS-174) or resume that provided the same information found on the DS-174. If your photo is attached, your application will not be considered.**

CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2012/62 (T)
Regional Program Development Specialist (Environment)

OPEN TO: All Interested Candidates (Thai Citizens)

POSITION: Regional Program Development Specialist (Environment), FSN-10 (Trainee)

OPENING DATE: September 14, 2012

CLOSING DATE: October 4, 2012

WORK HOURS: Full-time; 40 hours/week

SALARY: FSN-10, THB 760,852 per annum (minimum starting salary)

The U.S. Embassy in Bangkok is seeking an individual for the position of Regional Program Development Specialist (Environment) in the U.S. Agency for International Development/ Regional Environment Office (REO), located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Responsible for planning, developing, managing, monitoring, and reporting USAID programs that promote regional cooperation and address challenges across Asia in global climate change and other environmental areas. Advise on effective approaches to strengthen human capacity, policies, and institutions for improved environmental performance. Coordinate programs with a wide range of internal and external actors and partners to ensure smooth program implementation and amplify development outcomes.

QUALIFICATIONS REQUIRED:

- (1) Bachelor's degree in Environment Science, Natural Resources Management, Environment Management, Economics, or Public Administration;
- (2) At least four years of professional and progressively more responsible project experience in the environmental field, with at least three years or more of this experience with a U.S. Government agency or an international development organization;
- (3) Level IV (Fluent) speaking/reading/writing in English and Thai (**must** provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);
- (4) Must possess a comprehensive knowledge of the concepts, principles, techniques and practices of sustainable development and strategies most effective improving environmental policies;
- (5) Knowledge and understanding of the priority environmental challenges facing Asia;
- (6) Must possess excellent communication skills, strong presentation skills, and the ability to persuade and mobilize stakeholders to support efforts that improve environmental conditions, institutions and policies.

PLEASE ATTACH A COPY OF TRANSCRIPT AND VALID OFFICIAL TOEIC SCORE REPORT.

SUBMIT APPLICATION BY EMAIL TO:

E-mail: bkkrecruitment@state.gov with your name and vacancy announcement number/title on the subject line. (Only one email per one position)

**** We will *only* accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo in an application form (DS-174) or resume that provided the same information found on the DS-174. If your photo is attached, your application will not be considered.****

This is a re-advertisement of the announcement on June 8, 2012. Applications previously received will also be considered.

CLOSING DATE FOR THE POSITION: October 4, 2012

FSN# 2012/62

Regional Program Development Specialist (Environment)

OPEN TO: All Interested Candidates (Thai Citizens)

POSITION: Regional Program Development Specialist (Environment), FSN-11

OPENING DATE: September 14, 2012

CLOSING DATE: October 4, 2012

WORK HOURS: Full-time; 40 hours/week

SALARY: FSN-11, THB 1,179,069 per annum (minimum starting salary)

The U.S. Embassy in Bangkok is seeking an individual for the position of Regional Program Development Specialist (Environment) in the U.S. Agency for International Development/ Regional Environment Office (REO), located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Responsible for planning, developing, managing, monitoring, and reporting USAID programs that promote regional cooperation and address challenges across Asia in global climate change and other environmental areas. Advise on effective approaches to strengthen human capacity, policies, and institutions for improved environmental performance. Coordinate programs with a wide range of internal and external actors and partners to ensure smooth program implementation and amplify development outcomes.

QUALIFICATIONS REQUIRED:

- (1) Bachelor's degree in Environment Science, Natural Resources Management, Environment Management, Economics, or Public Administration;
- (2) At least five years of professional and progressively more responsible project experience in the environmental field, with at least three years or more of this experience with a U.S. Government agency or an international development organization;
- (3) Level IV (Fluent) speaking/reading/writing in English and Thai (**must** provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);
- (4) Must possess a comprehensive knowledge of the concepts, principles, techniques and practices of sustainable development and strategies most effective in improving environmental policies;
- (5) Knowledge and understanding of the priority environmental challenges facing Asia;
- (6) Must possess excellent communication skills, strong presentation skills, and the ability to persuade and mobilize stakeholders to support efforts that improve environmental conditions, institutions and policies.

PLEASE ATTACH A COPY OF TRANSCRIPT AND VALID OFFICIAL TOEIC SCORE REPORT.

SUBMIT APPLICATION BY EMAIL TO:

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This is a re-advertisement of the announcement on June 8, 2012. Applications previously received will also be considered.

CLOSING DATE FOR THE POSITION: October 4, 2012

FSN# 2012/88 (T)

Accounting Technician (2 positions)

OPEN TO: All Interested Candidates (Thai Citizens)

POSITION: Accounting Technician, FSN-7 (Trainee)

OPENING DATE: August 31, 2012

CLOSING DATE: September 27, 2012

WORK HOURS: Full-time; 40 hours/week

SALARY: Ordinarily Resident (OR): FSN-7, THB 480,033 per annum (minimum starting salary)

***All applicants must have the required appropriate residency permit to be eligible for consideration.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Accounting Technician in its the U.S. Agency for International Development/Office of Financial Management (OFM), located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Performs the full range of professional accounting duties in planning, designing, analyzing, evaluating and coordinating assigned accounting functions, including reviewing and posting of operating expense (OE) and project funded documents; reconciliation of daily accounting transactions; and maintaining OE and program/activity files.

QUALIFICATIONS REQUIRED:

- (1) Bachelor's degree in Accounting, Financial Management, Business Administration or other related field with at least 12 credit hours (4 courses) in accounting or finance is required;
- (2) Two years experience in accounts maintenance, bookkeeping or a closely related accounting work;
- (3) Level IV (Fluent) speaking, reading, writing and understanding of English and Thai (**must** provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);
- (4) Ability to analyze a variety of accounting documents and determine appropriate types of entries and adjustment.

PLEASE ATTACH A COPY OF TRANSCRIPT.

SUBMIT APPLICATION BY EMAIL TO:

E-mail: bkkrecruitment@state.gov with your name and vacancy announcement number/title on the subject line. (Only one email per one position)

**** We will only accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo in an application form (DS-174) or resume that provided the same information found on the DS-174. If your photo is attached, your application will not be considered.****

CLOSING DATE FOR THE POSITION: September 27, 2012

FSN# 2012/88

Accounting Technician (2 positions)

OPEN TO: All Interested Candidates (Thai Citizens)

POSITION: Accounting Technician, FSN-8

OPENING DATE: August 31, 2012

CLOSING DATE: September 27, 2012

WORK HOURS: Full-time; 40 hours/week

SALARY: Ordinarily Resident (OR): FSN-8, THB 570,907 per annum (minimum starting salary)

***All applicants must have the required appropriate residency permit to be eligible for consideration.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Accounting Technician in its the U.S. Agency for International Development/Office of Financial Management (OFM), located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Performs the full range of professional accounting duties in planning, designing, analyzing, evaluating and coordinating assigned accounting functions, including reviewing and posting of operating expense (OE) and project funded documents; reconciliation of daily accounting transactions; and maintaining OE and program/activity files.

QUALIFICATIONS REQUIRED:

- (1) Bachelor's degree in Accounting, Financial Management, Business Administration or other related field with at least 12 credit hours (4 courses) in accounting or finance is required;
- (2) Three years experience in accounts maintenance, bookkeeping or a closely related accounting work;
- (3) Level IV (Fluent) speaking, reading, writing and understanding of English and Thai (**must** provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);
- (4) Ability to analyze a variety of accounting documents and determine appropriate types of entries and adjustment.

PLEASE ATTACH A COPY OF TRANSCRIPT.

SUBMIT APPLICATION BY EMAIL TO:

E-mail: bkkrecruitment@state.gov with your name and vacancy announcement number/title on the subject line. (Only one email per one position)

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CLOSING DATE FOR THE POSITION: September 27, 2012
